**UNIVERSITY OF VERMONT FORM I-9**

**REMOTE HIRE AUTHORIZED REPRESENTATIVE NOTICE INSTRUCTIONS**

Instructions for the Authorized Representative Regarding Form I-9 Completion

The University of Vermont is authorizing you to act on our behalf as our Authorized Representative in matters relating to the completion and signature of the federal Form I-9. We request that you examine the identification and work authorization documents of a new UVM employee and complete and sign the

Form I-9 as our Representative, as is required of all new UVM employees under the federal Immigration Reform and Control Act of 1986.

Please find the attached I-9 Form, and the I-9 Remote Hire Notice form. Verify that the employee has completed Section 1 of the I-9 Form prior to your completing Section 2. The employee is required to present to you a suitable set of identification documents as set out on the “List of Acceptable Documents” page. The employee may present either:

1. Any one document from List A, or
2. Two documents, one from List B (identity) (must have a photo) and one from List C (work authorization).

We are requesting that, as our Authorized Representative, you complete Section 2 of the Form I-9 ***“Section 2. Employer Review and Verification.”*** There are spaces indicating which document (s) were presented to you by the employee and their associated information, including Document Title, Issuing Authority, Document Number and expiration date (if any).

**Please note: View only original, non-expired documents that appear genuine on their face and related to the employee. Faxes, photocopies, scanned documents, and laminated social security cards are unacceptable.**

 Please complete the Certification section as follows:

1. Enter the employee’s date of hire (as indicated on the Remote Hire Authorized Representative Notice Form).
2. Sign the Authorized Representative section. A wet signature is needed (digital or typed not permitted).
3. Print your name and title in the spaces provided. The employer’s name and address to be used is: University of Vermont, 85 S. Prospect St. Burlington, VT 05405.
4. Date the form (enter the date that you reviewed the employee’s documents).

**Once completed, please send the I-9 Form and a copy of the verification document(s) to Human Resources via** [**UVM Secure File Transfer**](https://filetransfer.uvm.edu/) **to** **hrinfo@uvm.edu****.**

Thank you for your willingness to act on behalf of the University of Vermont.

***Human Resources***

***802.656.3150***

***hrinfo@uvm.edu***